



## DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 1000  
WASHINGTON DC 20374-5065

IN REPLY REFER TO

8 May 2001

From: Director, Community Management  
To: Distribution

Subj: ACQUISITION PROFESSIONAL COMMUNITY MEMBERSHIPS

Ref: (a) CM ltr dtd 23 Jan 01

Encl: (1) SECNAVINST 5300.36, Appendix L

1. With the issuance of reference (a), many field components throughout the Command have requested Acquisition Professional Community (APC) Standard Selection Waivers en masse for their Critical Acquisition Positions (CAP), GS-14/15.
2. The Standard Selection Waiver is only the first step in the approval process. Once the waiver is approved for an individual, the next step is for that individual to request membership into the APC. Civilian employees must apply for the APC. The first step is to file an application for APC membership with their immediate supervisor, enclosure (1). The applicant shall attach a copy of the approved APC Standard Selection Waiver to their APC Application letter. The supervisor then reviews the APC membership application. If the supervisor determines that the applicant has met all standards, the supervisor shall recommend approval or disapproval, sign and date the application, and forward the application to the official authorized to select members in the APC.
3. The Community Management staff at the Naval Facilities Institute (NFI) in Port Hueneme, CA, will centrally manage the APC membership process. Ms. Judy Boos will serve as the central point-of-contact for all APC membership processing and any questions pertaining to APC membership. Individuals requesting APC membership will need to forward enclosure (1) to Ms. Judy Boos by either a scanned .pdf document or fax to her at (805) 982-1414. NFI staff will ensure that the package is complete and appropriate, log the package, coordinate the approval/disapproval with the appropriate approving/disapproving official, and notify the field of the final disposition of the APC membership approval process.

4. All references in this letter can be found on the Community Management website at <http://cmcell.navfac.navy.mil>. Please feel free to contact Ms. Judy Boos, 805-982-4415 or Ms. Lana Lyskin, 805-982-6550 with any questions that you may have.



AMY C. YOUNTS

Distribution:

COMLANTNAVFACENGCOM  
COMPACNAVFACENGCOM  
COMSOUTHWESTNAVFACENGCOM  
COMSOUTHNAVFACENGCOM  
CO NORTHNAVFACENGCOM  
CO EFA West  
CO EFA Chesapeake  
CO EFA Midwest  
CO EFA Northwest  
CO EFA Mediterranean  
CO PWC Washington  
CO PWC Pearl Harbor  
CO PWC Great Lakes  
CO PWC Pensacola  
CO PWC Norfolk  
CO PWC San Diego  
CO PWC Jacksonville  
CO PWC Guam  
CO PWC Yokosuka  
CO NFESC  
OIC SLC  
DIR NCC  
DIR NFI

HQ DIRECTORS

## Appendix L

### FORMAT FOR APPLYING FOR THE ACQUISITION PROFESSIONAL COMMUNITY

From: (Name, military rank or civilian title, series, and grade, and activity name and address)  
To: (Management official authorized to select APC members. Note: see paragraph 4 on the back of this format.)  
Via: (As determined by command)  
Subj: APPLICATION FOR THE ACQUISITION PROFESSIONAL COMMUNITY (APC)

1. I certify that I meet all of the following requirements.

a. I am a GS/GM 13, or above, in the Department of the Navy (DON) acquisition workforce OR have been selected to a GM-14 acquisition position from outside DON OR am serving in military grade 0-4, or above.

b. I have a bachelor's degree from an accredited institution OR had 10 years of acquisition experience as of 1 October 1991 OR was serving in an acquisition position on 1 October 1991 and have 24 semester credit hours in any one or a combination of the business disciplines listed on the back of this format.

c. I have 24 semester credit hours in business disciplines OR 24 semester credit hours in my acquisition career field and either 12 semester credit hours in business subjects or passed DOD approved examinations in these disciplines OR had 10 years of acquisition experience as of 1 October 1991.

d. I have 4 years of acquisition experience.

e. My primary acquisition field is (name of primary acquisition career field). I have been certified at level II or III in my primary acquisition career field OR have completed all mandatory level II or III training in my primary acquisition career field.

2. I do not meet (state specific requirement, e.g., 4 years of acquisition experience) but have received and attached a copy of an APC selection standard waiver.

Applicant's signature and date

\_\_\_\_ Recommend Approval  
\_\_\_\_ Recommend Disapproval

\_\_\_\_\_  
Supervisor's signature, title, and date

\_\_\_\_ Approved  
\_\_\_\_ Disapproved

\_\_\_\_\_  
Signature of official authorized to select  
APC members, title, and date

Enclosure (1)

31 MAY 1995

## INSTRUCTIONS

1. Follow the APC application format, as it is vital that all required information be provided. Review part 2, chapter IV paragraph 4 for APC membership criteria. The requirement in paragraph 1a of the format APC application must be met and cannot be waived. The requirements in paragraphs 1b through 1e of the format for APC applications must be met or a waiver must be approved.
2. General information on APC selection standard waivers. (See part 2, chapter IV, paragraphs 9 and 10 for details.)
  - a. Only persons in or tentatively selected for CAPs may be granted waivers to become an APC member. Applicants with a waiver of any APC selection standard must attach the approved waiver to the application.
  - b. The grade/rank requirements in paragraph 1a of the format APC application shall not be waived.
3. The applicant shall forward the complete application including the waiver, if appropriate, to his or her immediate supervisor.
4. If the immediate supervisor recommends the applicant for APC membership, he or she shall sign and date the application and forward it to the official authorized to select APC members (this authority may be delegated as low as the first level supervisor). If the supervisor recommends disapproval, he or she shall sign and date the application, provide written reasons for recommending disapproval, and forward the application to the official authorized to select APC members.
5. The APC selecting official shall approve or disapprove the APC membership. For civilians, the selecting official shall forward the original approved application and any supporting documentation to the servicing HRO for processing into DCPDS and filing in a permanent personnel record. For Navy officers, the original shall be sent to BUPERS (PERS-447) for processing and retention in a permanent personnel record. For Marine Corps officers, the original shall be sent to CMC, Code MMOA-3, for processing and retention in a permanent personnel record. The selecting official shall return a copy of the approved application to the employee. Disapproved requests shall be returned to the applicant.
6. Business Disciplines. (Refer to paragraphs 1b and c of the APC format application) Business disciplines are: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; organization and management; and quantitative methods. Quantitative methods courses are those courses in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management. Pure mathematics, e.g., calculus and differential equations, should not be considered quantitative methods.